

# CITY OF WOODVILLE, TEXAS

## Position Description

### Municipal Court Clerk

**SALARY RANGE:** \$24,960 – 35,360 / yr.

**FLSA:** Nonexempt

**DEPARTMENT:**

Municipal Court

**EEOC CATEGORY:**

Administrative Support

### SUMMARY OF POSITION:

Responsible for all clerical and administrative functions of the municipal court. Responsible for implementing the policies established by the judge and for administering the non-judicial policy and judicial policy of the court and general court procedures.

### ORGANIZATIONAL RELATIONSHIPS:

Reports to: Municipal Court Judge

Directs: This is a non-supervisory position that is appointed by the mayor.

Other: Works closely by telephone or computer, or in person with other employees of the department, other departments and agencies, and the general public.

### EXAMPLES OF WORK:

#### Essential Duties \*

- Processes traffic citations, parking citations and all other complaints and other processes, as required by the judge;
- Maintains accurate records for the court including: the docket book and minutes of the court proceedings, fee book and receipt book showing the fines and fees collected in each case;
- Manages data processing of court records;
- Administers oaths to persons filing complaints before the court and prepares the complaints which are sworn and filed;
- Schedules cases for hearing according to court policy and prepares daily dockets, both adult and juvenile;
- Prepares subpoenas and attachments for witnesses;
- Prepares summons, arrest warrants or other processes at the direction of the judge;
- Notifies defendants and jurors of court appearances required and the penalties for failure to appear unless appearance has been waived by the judge;
- Notifies defendants of the procedures in municipal court and assists them in obtaining, upon request, copies of complaints and copies of statutes and ordinances they are charged with violating;
- Accepts payment of fines for certain offenses authorized by the judge;
- Accepts appearance bonds and appeal bonds from persons charged with offenses in municipal court;
- Delivers all case documents, including the appeal bond and a transcript of the court proceeding, to the county court upon appeal of a case;
- Authenticates official documents of the court by affixing the court seal;
- Reports moving traffic convictions to the Texas Department of Public Safety;
- Compiles statistical reports for the judge including reports to the city administration, Texas Judicial Council and others;
- Manages data processing of court records; and
- Prepares the weekly receipt log for the judge and submits copies to the city's financial officer.

## Municipal Court Clerk (Continued)

### **Other Important Duties \***

- Assists in answering phone calls, typing and handling correspondence;
- Assists other municipal departments, as needed;
- May serve as a Notary Public; and
- Performs such other duties as may be assigned.

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*Knowledge of:* Standard office procedures; phone etiquette; departmental policies and procedures; State and City reporting procedures and forms; and trial processes and procedures.

*Ability to:* communicate effectively, both orally and in writing; ability to work tactfully with the general public; maintain accurate records; type at a speed of at least 45 words per minute with a high degree of accuracy; establish and maintain effective working relationships with co-workers and employees in other departments; understand and follow oral and written instructions and request clarification, when needed; and operate, or demonstrate ability to learn to operate a computer.

### **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

High school graduation or its equivalent and at least one year of related experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **CERTIFICATES AND LICENSES REQUIRED:**

Must be bondable. Must obtain Certified Court Clerk Level I certification within one year of employment.